


23 DEC 1988

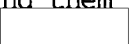
MEMORANDUM FOR: Associate Deputy Director for Operations for
Counterintelligence

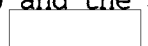
VIA: Deputy Director for Administration



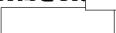

FROM: John M. Ray
Director of Logistics

25X1 SUBJECT: Office Space for Counterintelligence Center Training Branch 

REFERENCE: Memo for D/L fm ADDO/CI, dtd 2 Dec 88, Same Subject

25X1 1. In response to your request for temporary space for the Counterintelligence Center's Training Branch, we propose that Rooms 400 and 402 in Key Building be made available for your needs. Room 402 will be appropriate for your office space needs; Room 400 is suitable for conference and classroom use. Your staff representatives have toured these spaces and find them suitable. The rooms are delineated in the attached floor plan. 

25X1 2. In accordance with our mission to provide for full utilization of space, we ask that the Training Branch make Room 400 available for other Key Building tenants. These other tenants will be advised that Room 400 will be available for their conference needs. Nonetheless, control of Room 400 and the scheduling of its use will be the responsibility of the Training Branch. 

25X1 3. A copy of this memorandum has been forwarded to External Buildings
25X1 Division (EDB) which will be responsible for ensuring that the rooms are
25X1 habitable.  Chief, External Buildings Division can be
reached on extension  Do not hesitate to contact him if you have
any questions. 


John M. Ray

Attachments

- A. Reference
- B. Floor Plan

25X1  
S E C R E T
ad-5

SUBJECT: Office Space for Counterintelligence Center Training Branch

25X1

OL/FMG/SPD/SE [REDACTED] (20 December 1988)

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SECRET

CI 423-88

MEMORANDUM FOR: Director of Logistics

FROM:

Associate Deputy Director for Operations for
Counterintelligence

SUBJECT: Office Space for CI Center Training Branch

REFERENCE: CI 389-88 Memorandum, dated 28 October 1988

1. ACTION REQUESTED: This memorandum requests your approval for temporary office and classroom space for the Counterintelligence Center's Training Branch of [] people. The Training Branch is presently located [] and must vacate the building by 15 January 1989. We estimate we will need a total of 3,000 square feet of space (1,400 office and 1,600 classroom).

2. BACKGROUND: This space is required until the long-term solution to house the entire Center is found. As addressed in the referenced memorandum, we will need space for [] people by early FY 1990. Until this occurs there is no room in our current location to provide space for the Training Branch.

3. With your approval, we would plan to move the Training Branch no later than early January 1989. Please have your staff contact [] CIC/HRMS for additional information concerning our request. Thank you for your support.

4. All portions of this document are classified SECRET.

APPROVED:

See

OL #10417-88
Director of Logistics

Date

SECRET

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